

City of New Orleans  
**CODE ENFORCEMENT AND HEARINGS BUREAU**  
1340 Poydras Street, Suite 1100, New Orleans, LA 70112, (504) 658-5050

**RESIDENTIAL LIEN REDUCTION PROGRAM**

**REDUCTION OF LIEN COSTS**

Owners of residential property with a Code Enforcement lien resulting from violation(s) of the minimum property maintenance standards of the Code of the City of New Orleans may be eligible for a reduction of the lien amount through this program.

**How it works:**

**You may submit an application for lien reduction, if you can prove the following:**

1. You are an owner of the property;
2. The City has not filed a writ in Civil District Court for sheriff sale after January 1, 2014; AND
3. All of the cited violation have been corrected OR will be corrected in 180 days.

Direct enforcement costs incurred by the City cannot be waived and are the responsibility of the property owner, which includes but is not limited to: all processing fees (minimum \$75.00) and any associated abatement services performed including demolition, abstracting, and grass cutting costs.

**If the Lien Reduction Application is approved, the following will occur**

Property owners that have abated ALL violations at the time of application will receive a determination letter with the amount due to satisfy the lien(s) and instructions for cancellation.

**OR**

Property Owners starting renovation will receive a Lien Waiver Agreement to review, and return to Code Enforcement with a \$250.00 non-refundable processing fee for residential property and a \$500.00 fee for commercial property. The Agreement will detail the terms including the amount due to satisfy the lien(s), date the renovation must be completed and instructions for cancellation.

The Application and supporting documents must be submitted in person or by mail and will be reviewed within 15 days of receipt. After review, a response will be sent by mail (and e-mail, if provided in the Application). **The lien(s) will be not be cancelled until all work has been approved by the Office of Code Enforcement.**


For more information, see the **LIST OF REQUIRED DOCUMENTS** table or visit our website at <http://nola.gov/code-enforcement>. You may also contact Code Enforcement at 504-658-5050.

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## LIST OF REQUIRED DOCUMENTS

**Write the property address at the top right corner of all documents  
and submit in the order listed below.**

**PLEASE RETAIN COPIES FOR YOUR RECORDS-COPIES WILL NOT BE PROVIDED**

PROPERTY ADDRESS	CHECKLIST	This property is (CIRCLE ONE)		
		VACANT LOT	ALL VIOLATIONS CORRECTED	ALL VIOLATIONS WILL BE CORRECTED IN 120 DAYS
				
<b>1. Completed Lien Waiver Application.</b>		Required	Required	Required
<b>2. Ownership information</b> -If your name is on the tax bill, you may use the tax bill. If not, please submit other documentation.		Required	Required	Required
<b>3. Tax Bill and Assessor Information</b> Retrieve a copy at <a href="http://www.nola.gov">www.nola.gov</a> , Bureau of Treasury, City Hall Room 1W40 or through the Assessor's website <a href="http://www.nolaassessor.com">www.nolaassessor.com</a>		Required	Required	Required
<b>4. Copy Of All Recorded Code Enforcement Liens</b> Retrieve from Clerk of Civil District Court for the Parish of Orleans 1340 Poydras St, 4 <sup>th</sup> floor (504)407-0005		Required	Required	Required
<b>5. Photos Dated and Labeled with the Property Address</b> Not More Than 7 Days Old Which <b>Clearly</b> Show <b>All</b> Sides Of The Property <b>And</b> Each Violation Corrected		Required Minimum of two (2)photos from Front and Rear	Required Minimum of four (4)	Required Minimum of four (4)
<b>6. Permit</b> <b>City Hall, 7<sup>th</sup> floor</b> Safety & Permits (504)658-7100 <a href="http://www.nola.gov/onestop/">www.nola.gov/onestop/</a>		Not Required	Required if applicable Permit(s)	If applicable Certificate of Completion / Occupancy
<b>7. Proof Of Funding For Renovation</b> Bank Letter Or Statement Proving Funds Available for Renovation		Not Required	Not Required	Required
<b>8. Detailed 180 Day Renovation Plan</b> Cost and each stage -Day 1 to Day 180		Not Required	Not Required	Required
<b>9. Identify Contractor/ Person(s) Providing Services.</b> Contact information, and applicable contracts for required repairs.		Not Required	Not Required	Required

**Return this form to the following office:**  
**Code Enforcement & Hearings Bureau, 1340 Poydras Street, 11<sup>th</sup> Floor, New Orleans, LA 70112**

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